FILE FOLDER TRANSMITTAL

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Atlanta	Chicago	Los Angeles	Miami	New York	Philadelphia	San Francisco	Washington, DC
770.819.7992	312.226.8100	562.373.9000	305.573.3336	201.798.7100	609.395.0062	800.932.3006	301.583.7617

Acct Name _____ Account # _____

Dept # _____ Sub Dept # _____

REFILES		REFILES	
DESCRIPTION	BOX NO.	FILE FOLDER BARCODE	FOR GRM USE ONLY
		TOTAL REFILES →	

GRM Representative _____ Date _____

Authorized Signature _____ Date _____

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